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*Integrated Financial Management Program*

*Core Financial*

*Course Name: Vendor Master*

*XSFC End-User Data Packet*



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## TOPIC 1: Create, Update, and Validate Vendor Master Files

### ACTIVITY 1: Create Remit-To Vendor Master

Vendor invoice processors and/or travel payment processors, verify that all fields required to make a successful payment are properly populated in the vendor master. Use the account group ZEMP to complete the exercise below.

A new remit-to NASA vendor has recently been hired at NASA. As the travel payment processor, take the necessary steps to create the vendor master data for this NASA employee vendor.

#### ZEMP Data

FIELD	DATA
Transaction Code	XK01
Company Code	NASA
Purchasing Organization	MSFC
Account Group	ZEMP
<b>Next Screen</b>	
Name	<i>See XSFC VM Supplemental Data Sheet</i>
Search Term ½	<i>See XSFC VM Supplemental Data Sheet</i>
Street/House Number	<i>See XSFC VM Supplemental Data Sheet</i>
Postal Code	35824
City	Huntsville
Country	US
Region	AL
Email	<i>See XSFC VM Supplemental Data Sheet</i>
<b>Next Screen</b>	
Tax Code 1	<i>See XSFC VM Supplemental Data Sheet</i>
Bank key	<i>See XSFC VM Supplemental Data Sheet</i>
Bank account	<i>See XSFC VM Supplemental Data Sheet</i>
Account holder	<i>See XSFC VM Supplemental Data Sheet</i>
Reference Details	None
Checking or Savings	01
<b>Next Screen</b>	
Recon. Account	2110.1000
Interest indicator	99
<b>Next Screen</b>	
Payment Methods	Checking
Payment Method Supplement	62
House Bank	TREAS

**NOTE:** To complete activity, refer to Create Remit-To Vendor Master user procedure within the OLQR.

## TOPIC 1: Create, Update, and Validate Vendor Master Files

*Note: End-users cannot approve their own changes. Another user must confirm these changes.*

### ACTIVITY 2: Verify and Update Remit-To Vendor Master Data

The vendor invoice processor or travel payment processor's responsibility is to verify that all fields required to make a successful payment are properly populated in the vendor master. In addition, it is their responsibility to update required fields in the vendor master upon receipt of additional remit-to information or a change to existing remit-to information. One of NASA's employee vendors has changed their email address. Take the necessary steps in SAP to update the remit-to vendor master record.

#### Data

FIELD	DATA
Transaction Code	XK02
Vendor	The vendor number created in Activity 1
Company Code	NASA
Purch. Organization	MSFC
<b>Next screen</b>	
Email	<i>See XSFC VM Supplemental Data Sheet</i>

**NOTE:** To complete activity, refer to Verify Remit-To Vendor Master Data and Update Vendor Master Data user procedures within the OLQR.

## TOPIC 1: Create, Update, and Validate Vendor Master Files

### ACTIVITY 3: Approve Remit-To Vendor Master Data

Vendor master administrators are responsible for approving changes to the remit-to vendor master after a record has been created or if updates to a record were made. Take the necessary steps to approve the payment transaction information that was created for a new NASA vendor.

#### Data - Single Vendor

FIELD	DATA
Transaction Code	XK05
Vendor	Vendor number created in Activity 1
Company Code	NASA
Purch. Organization	MSFC

#### Data - List of Vendors

FIELD	DATA
Transaction Code	XK05
Vendor	<i>See XSFC VM Supplemental Data Sheet</i>
Company Code	NASA
To	<i>See XSFC VM Supplemental Data Sheet</i>
Company Code	NASA
Purch. Organization	MSFC

**NOTE:** To complete activity, refer to the Approve Remit-To Vendor Master Data user procedure within the OLQR Tool.

## TOPIC 1: Create, Update, and Validate Vendor Master Files

### ACTIVITY 4: Block/Unblock Vendor

Vendor master administrators have the authority to block or unblock vendors for posting or purchasing. One of NASA's vendors has been debarred for conviction of fraud violation of antitrust laws. Take the necessary steps to block this vendor master record. After a few months, a notification is sent stating that this vendor is no longer debarred. Take the necessary steps to unblock this vendor master record.

#### Data – Block Vendor

FIELD	DATA
Transaction Code	XK05
Vendor	<i>See XSFC VM Supplemental Data Sheet</i>
Company Code	NASA
Purchasing Organization	MSFC

#### Data – Unblock Vendor

FIELD	DATA
Transaction Code	XK05
Vendor	<i>See XSFC VM Supplemental Data Sheet</i>
Company Code	NASA
Purchasing Organization	MSFC

**NOTE:** To complete activity, refer to the Block/Unblock Vendor user procedure within the OLQR Tool.

## TOPIC 1: Create, Update, and Validate Vendor Master Files

### ACTIVITY 5: Flag Vendor for Deletion

Vendor Master Administrators are responsible for flagging vendors for deletion. It has been determined that one of NASA's vendors does not carry the needed paper supplies that NASA departments need. Take the necessary steps to delete this vendor from the Vendor Master Records.

#### Data

FIELD	DATA
Transaction Code	XK06
Vendor	<i>See XSFC VM Supplemental Data Sheet</i>
Company Code	NASA
Purchasing Organization	MSFC

**NOTE:** To complete activity, refer to the Flag Vendor for Deletion user procedure within the OLQR Tool.



## TOPIC 2: Update and Validate Bank Master Files

### ACTIVITY 1: Update and Verify Bank Master

The vendor invoice processor or travel payment processor is responsible for verifying that all applicable fields pertaining to the bank master are populated and correct, and for updating any changes to the fields pertaining to the bank master. A NASA employee's bank has moved to a new location. As the vendor invoice processor or travel payment processor take the necessary steps to update and verify this bank master information.

#### Data

FIELD	DATA
Transaction Code	FI02
Bank Country	US
Bank Key	<i>See XSFC VM Supplemental Data Sheet</i>
<b>Next screen</b>	
Street/House Number	<i>See XSFC VM Supplemental Data Sheet</i>

**NOTE:** To complete activity, refer to Update Bank Master and Verify Bank Master user procedures within the OLQR Tool.

**NOTE:** Normally these changes will be posted by the NPPS interface and will only need to be verified. However if the traveler is non-NASA (invitational, etc), the changes will have to be made manually.

## TOPIC 2: Update and Validate Bank Master Files

### ACTIVITY 2: Set Flag for Deletion of Bank Master

Vendor master administrators are responsible for flagging bank master files for deletion, as necessary. A notification is sent stating that the bank key number for a vendor is no longer valid. Take the necessary steps to flag the bank master record for deletion.

#### Data

FIELD	DATA
Transaction Code	FI06
Bank Country	US
Bank Key	<i>See XSFC VM Supplemental Data Sheet</i>

**NOTE:** To complete activity, refer to the Set Flag for Deletion of Bank Master user procedure within the OLQR Tool.